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28 September 1951

OFFICE OF COMMUNICATIONS ORDER NO. 4-51

SUBJECT: Personnel Promotion, Rotation and Assignment Board, Establishment of

1. Communications Memorandum No. 18-51 as amended by memorandum of 16 July 1951 is hereby rescinded.
2. Effective this date there is established in the Office of Communications a Personnel Promotion, Rotation and Assignment Board charged with responsibility for advising the Assistant Director for Communications in matters regarding the promotion and rotation of civilian and military personnel assigned to communications duties in the Central Intelligence Agency. Responsibility for records and current actions of previous boards will be assumed by this Board.
3. The following Communications Officers will serve on this Board:

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4. In order to allow effective advance scheduling for the rotation assignment and promotion of personnel, the Board will maintain or cause to be maintained by the administrative staff the following information:
 - a. Table of Organization for the Office of Communications including personnel assignments.
 - b. A table of positions in order of responsibility.
 - c. A file covering current position descriptions including qualifications and sources of personnel.
 - d. Evaluation or data for evaluation of each individual assigned to the Office of Communications. This file shall include data on education, experience, qualifications, performance of duties and a log of Agency ratings by superior officers.
 - e. Information on each employee describing military status, birth date and assignment preference.
 - f. Priorities for the filling of vacant positions (to be established on request of administrative staff by the Office, Division or Branch Chief concerned).

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g. Seven months in advance of the end of a tour of duty the administrative staff shall provide the following information on each employee:

- (1) Assignment recommendation by the chief concerned.
- (2) Training recommendation by chief concerned and by the Chief, Training Branch.
- (3) Assignment preferences to be submitted by the employee.

h. Names of Headquarters personnel available and qualified for assignment overseas shall be forwarded to the administrative staff on a continuing basis seven months in advance of the date for reassignment.

i. A Kardex file listing of personnel eligible for rotation, reassignment or promotion based on the seven months lead time noted under h.

5. Information contained in personnel records and files will be handled in accordance with Agency regulations.

6. Board actions shall be limited to recommendations on transfers and promotions covering positions grade GS-13 and below.

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